

PROGRAM COMPLIANCE COORDINATOR – MANAGEMENT OCCUPANCY REVIEWS

APPLICATION DEADLINE IS MONDAY, MAY 9, 2016 AT 11:59PM

Division: Program Compliance
Reports to: Program Compliance Manager
Location: Nashville
Full-time/Part-time: Full-time Long-Term Temporary
Salary Grade: 32
Monthly Salary Range Minimum: \$3,533
FLSA Classification: Non-Exempt (01)

Critical features of this job are described under the headings below. They may be subject to change due to changes in our business processes or other business-related reasons.

POSITION SUMMARY: Responsible for Management Occupancy Reviews (MOR's): monitors program participants (properties) to determine compliance with federal and state regulations and conducts on-site reviews of assigned properties.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties and responsibilities include the following. Other duties may be assigned.

- Conducts on-site monitoring reviews for multifamily housing assisted with Housing Assistance Payments (HAP) or low-income housing credits to ensure that owners comply with applicable regulations, including rent and income limits.
- Performs and/or follows up on physical inspections to determine that the properties have remediated exigent health and safety issues and are overall safe and decent housing.
- Enters data into Department of Housing and Urban Development (HUD) and other compliance software, to test participant compliance and to aid monitoring, reporting, and/or invoicing activities.
- Reports results of non-compliance to the Division Manager and/or the Division Director.
- Finalizes and provides reports to program participants and other interested parties.
- Assists with research of regulations and development of monitoring procedures to ensure an effective compliance program.
- Conducts training programs and provides technical support to owners and managers of HAP-assisted properties to aid in creating a knowledgeable recipient base.
- Maintains effective working relationships primarily by providing technical support to owners, property managers, HUD, Internal Revenue Service (IRS), other state agencies and internal agency personnel.

MINIMUM QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

Education and Experience:

- High School Diploma or GED.
- Post-high school certification preferred, especially a Bachelor's Degree in business, finance or related field.
- Minimum of one year of related experience.

The above qualifications express the minimum standards of education and/or experience for this position. Other combinations of education and experience, if evaluated as equivalent, may be taken into consideration.

Knowledge, Skills, Abilities, and Competencies:

- Considerable knowledge of the laws, rules and regulations related to the relevant housing programs.
- Knowledge of the Uniform Physical Conditions Standards (UPCS), regulations, and property management or the ability to learn and apply these.
- Ability to read and interpret complex regulations, laws, agreements, and organization materials.
- Excellent verbal and written communication skills.
- Strong interpersonal skills; builds and maintains positive relationships with internal and external constituents.
- Maintains credibility through sincerity, honesty, and discretion.
- Ability to handle private, personal information in a confidential manner.
- Ability to exercise good judgment in decision making.
- Ability to adapt to frequent procedural changes.
- Exercises good and consistently fair judgment, courtesy, and tact in dealing with others in giving and obtaining information.
- Strong organizational skills.
- Ability to organize and prioritize work effectively.
- Strong time management skills; uses time effectively; consistently meets deadlines.
- Documents regularly, thoroughly, accurately, and completely.
- High level of detail and accuracy.
- Computer literate; proficient in Microsoft Word, Excel, Outlook, and the internet; able to effectively adapt to and use other computer systems as needed for daily activities.

Special Demands:

The special demands described here are representative of those that must be met by a staff member to successfully perform the essential functions of this job.

- Current, valid driver's license from domicile state and the ability to drive.
- Regular in-state travel, including overnight travel (up to 75%).
- While performing the duties of this job, the employee is regularly required to sit; stand; use hands to finger, handle or feel; and talk and hear.
- The employee is occasionally required to walk; reach with hands and arms, and stoop, kneel, or crouch.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

EQUAL OPPORTUNITY/EQUAL ACCESS/AFFIRMATIVE ACTION EMPLOYER

APPLICATION MUST BE COMPLETE AND RESUME ATTACHED FOR CONSIDERATION

PLEASE VISIT OUR WEBSITE AT WWW.THDA.ORG AND FOLLOW THE ONLINE INSTRUCTIONS